EMS Employee

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Purpose	Use this procedure to identify Exempt Management Service (EMS) employees in your agency.
Trigger	Perform this procedure when viewing EMS employees within your agency.
Prerequisites	• none
End User Roles	In order to perform this transaction you must be assigned the following role: Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	**Change Description**
12/1/2009	New procedure created.

Transaction Code   ZHR_RPTPA802

Helpful Hints	When searching by Structure Search, use the ![icon] (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once the Business Area or Personnel Area has been selected, the *Select subtree option* will select all organizational units from that subtree.
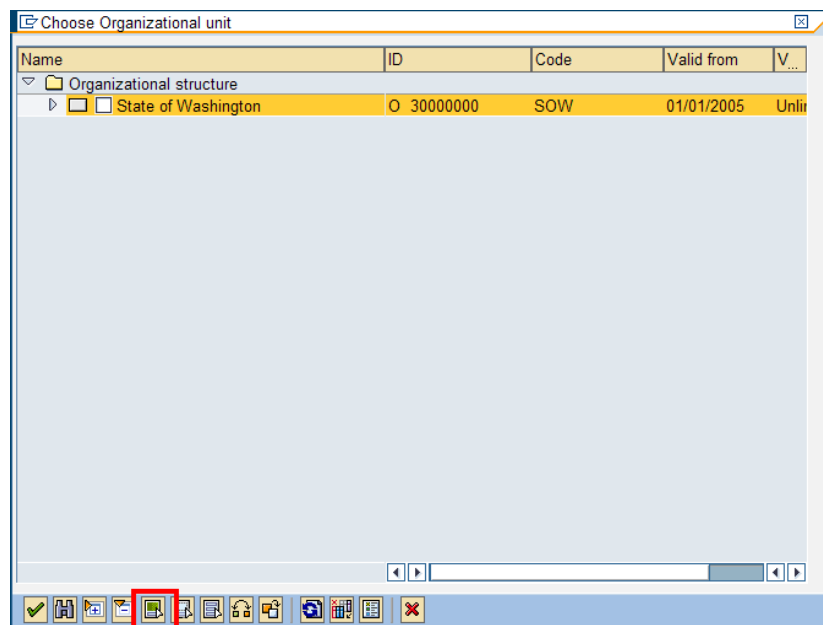
Procedure

1. Start the transaction using the transaction code **ZHR_RPTPA802**.

2. In the *Period* area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period	R	This is the pay period for which the report, transaction, or program is being run. **Example:** 01/01/2009
To (End Date)	R	It specifies the end date of a record, transaction, or search. **Example:** 11/16/2009

3. In the *Selection* area, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	An employee's unique identifying number. **Example: 2000XXXX**
Personnel Area	C	A specific agency/sub-agency in the State of Washington. Click the (Matchcode) to open the selection list. **Example: 1110 (Department of Personnel)**
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Click the (Matchcode) to open the selection list. **Example: 1110 (Department of Personnel)**
Organizational Unit	C	Represents departments, regions, divisions, units or other groupings within an Agency. Click the (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. Be sure to select all your applicable organizational units. See the Helpful Hints section above for additional information. **Example: 30000606**
Job	C	This is similar to today's job class. It is generic in nature; contains attributes used to create specific positions when drafting an organizational plan. Job class system-assigned numbers begin with a 5. **Example: 51000001**

Note: A selection is not required for each field.

4.   In the *Report Type Selection* area, select ***EMS Report***:

5.

Click (Execute) to execute a process or action.

State of Washington – HRMS Exempt Management Service (EMS) Report

Note: Results are shown in two screenshots. The left side of page and then right side.

State of Washington – HRMS Exempt Management Service (EMS) Report (cont'd)

The above screenshot displays the Personnel Number, Employee Name (has been hidden for security purposes), Bus. Area, Pers. Area, IT 1 Eff. Date, Org Code, Org Title, Job Number, Job Abbreviation, JVAC, Status, Term Date, Perm, Position, Position Title, Market Segment, Employee Group, Contract, IT 8 Eff. Date, Reason, Reason Text, Pay Scale Group, Previous Salary, New Salary, % Chg, Total % Chg, Lump Sum Date, Lump Sum, and Count.

6. You have completed this transaction.

Results
You have generated the EMS report.
Comments
This report will display a row if there is a new *Organizational Assignment* (0001) infotype created, a new Basic Pay (0008) infotype, or more than one lump sum.